

MINUTES OF THE PROCTOR CITY COUNCIL MEETING OF Monday, November 4, 2019

Meeting was called to order by Mayor Ward at 6:09 p.m.

MEMBERS PRESENT: Chad Ward, Troy DeWall, Gary Nowak, Rory Johnson and Jake Benson.

OTHERS PRESENT: Mark Casey, John Bray, Jim Aird, Peggy Vanderscheuren, Megan Jordan, Jodi Zhukov, Phil Larson, Mollie Haag, Jim Tuomi, Tom Aldridge, Dale Hansen, Donna Hansen, Laura Vu, Michelle Stemper, Bob Robert Stemper, Daniel Glinski, Jeanne Glinski.

Motion by DeWall, seconded by Nowak and carried (5-0) to approve the City Council Meeting Minutes of Monday, October 7, 2019.

Motion by DeWall, seconded by Johnson and carried (5-0) to approve the minutes of Almac & 6th Special Assessment of Thursday, October 17, 2019.

Motion by Johnson, seconded by Nowak and carried (5-0) to approve the Agenda of Monday, November 4, 2019 with amendment of moving items 6J and 6K prior to Item 7.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

*APPROVAL OF CONSENT AGENDA (one Council motion can accept all items listed under this agenda, plus Council can pull any individual items out of this consent agenda and discuss/act on item separately - thus leaving others to be approved via consent agenda action)

Motion by Johnson, seconded by Benson and carried (5-0) to approve the Consent Agenda.

*1. COMMUNICATIONS

- A. CN Railroad Crossing closure
- B. Letter from SEH to WLSSD

*2. PLANNING & ZONING DEPARTMENT MATTER

*3. CLERK ADVISES COUNCIL

Payroll – Government fund payroll and liquor fund payroll period 9/30/2019-10/13/2019

* 4. COMMITTEE REPORT

- A. Tourism Committee Minutes Tuesday, October 22, 2019
- B. Planning & Zoning Committee Minutes Monday, October 28, 2019
- C. Beautification & Trees Committee Minutes Tuesday, October 29, 2019

* 5. UNFINISHED BUSINESS

- A. Purchasing Policy
- B. Lowest Responsible Bidder

6. NEW BUSINESS

A. STR Vacation Rental Ordinance

City Attorney will draft an ordinance for a first reading, with licensing and conditional use permits added. Benson clarifies the additions and amendments to the proposed ordinance.

Motion by Nowak, seconded by Johnson and carried (5-0) to approve Vacation Rental Ordinance with amendment to allow the existing three short-term rentals to remain and continue operations with addition of sunseting clause relating to sale of property.

B. Night to Shine

Mollie Haag requests a donation of an officer for their event being held on February 7, 2020. An officer has been donated in the past.

Motion by Nowak, seconded by Johnson and carried (5-0) to accept the sponsorship of the Night to Shine event with the donation of an officer for four hours on February 7, 2020.

C. 2019 Baker Tilly Symposium

City Administrator would like to attend this symposium being held in St. Paul.

Motion by Benson, seconded by Nowak and carried (5-0) to approve City Administrator to attend 2019 Baker Tilly Symposium.

D. WIPFLi Contract

Casey states that this contract is for the audit work that has been completed for the City of Proctor. There is no increase in the fee for services, this proposal is to accept the contract agreement for auditing services.

Motion by DeWall, seconded by Johnson and carried (5-0) to accept the WIPFLi contract agreement in the amount of \$23,750.00.

E. Crown Castle Lease Agreement

Casey states that this would approve contract negotiations between the City Administrator, City Attorney, and Crown Castle to bring back a contract for cell tower lease at the old dump site.

Motion by Johnson, seconded by Ward and carried (5-0) to approve negotiations for contract agreement.

F. Deferred Assessments

Homeowner's request to defer assessment on Almac & 6th St. due to disability.

Motion by Nowak, seconded by DeWall and carried (4-0 Benson present but not voting) to approve the submitted assessment deferral requests.

G. Liquor Store Loan from PUC

Submitted request for liquor loan payment.

Motion by Johnson, seconded by Benson and carried (5-0) to accept liquor loan payment of \$16,753.32.

H. Mountain Spirits Hiring Recommendation

Motion by Nowak, seconded by DeWall and carried (5-0) to approve hiring recommendation for Brad Charbonneau for liquor store clerk, pending background clearance.

I. Tobacco 21

Benson suggests raising the legal age to purchase E-Cigarettes and vaping products to 21.

Motion fails due to lack of support.

J. Assessment Policy

Casey states that a homeowner on 6th St and 3rd Ave has been assessed under two assessment policies.

Motion by Nowak seconded by Johnson and carried (5-0) to defer 6th St Assessment with interest accruing until 3rd Ave is paid off.

K. Midway Fire Agreement

Negotiate fire agreement contract with Midway Township.

Motion by Ward, seconded by Nowak and carried (5-0) to accept negotiations with Midway Township.

7. LABOR AND NEGOTIATIONS ISSUES – Per MN Statutes 13D Closed Meeting

A. Labor Correspondence

B. Personnel

Motion by Johnson, seconded by Nowak and carried (4-1 Benson opposed) to move to closed session at 6:55 p.m.

Motion by Johnson, seconded by Nowak and carried (5-0) to resume regular City Council meeting at 7:35 p.m.

MEMBER CONCERNS

Benson: Bulbs on Mountain Spirits building sign are burnt out. Casey states there is a bid for a replacement sign.

DeWall: None

Johnson: None

Nowak: None

Ward: State of the City Address is Nov 7th, 2019 at 6:00 p.m.

Veterans Day, November 11, 2019

Liquor Store Public Hearing at 6:00 p.m. on November 18, 2019.

Administrator: None

BILLS FOR APPROVAL

General: \$105,465.99

Liquor: \$49,055.99

TOTAL BILLS FOR APPROVAL: \$154,521.98

Motion by Johnson, seconded by Ward and carried (5-0) to approve the bills as submitted.

Motion by DeWall, seconded by Nowak and carried (5-0) to adjourn the City Council Meeting at 7:38 p.m.